ITMC MINUTES

September 4, 2013

Attendees

Department of Natural Resources and Conservation	Bill Anker
Chief Information Officer	Ron Baldwin
Department of Fish, Wildlife, and Parks	Barney Benkelman
Department of Revenue	Tim Bottenfield
Department of Transportation	Mike Bousliman
Department of Justice	Joe Chapman
Department of Environmental Quality	Dan Chelini
Department of Corrections	John Daugherty
Legislative Services Division	Steve Eller
Department of Public Health & Human Services	Dan Forbes
Local Government-Ravalli County	Joe Frohlich (online)
Office of Public Instruction	James Gietzen
State Library	Evan Hammer
Department of Commerce	Larry Krause
Department of Higher Education	Edwina Morrison
Governor's Office	John Noble
Department of Administration, SITSD	Carol Schopfer
Department of Administration	Michael Sweeney
Public Employees Retirement	Dave Swenson
Secretary of State's Office	Mark Van Alstyne

Guests
DNRC- Kreh Germaine; **IBM**- Doug Lhotka, Brent Evans, Christopher Corr, Jordan Oliverd; **CIA Technologies**- Tom Stockburger; **Oracle-** Channing Quist**; AT&T-** Nathan Cuddy; **Northrop Grumman-** Veronica Lamka; **Microsoft-** Steven Fiore, Peter Kyte, Dean Iacovelli, Ben Callahan, Steve Kirchoff; **Barrows Consulting-** Sandra Barrows

Real Time Communication (online)
Anne Kane, Brittney Souza, Dale Gow, Darrin McLean, Doug Volesky, Erica Billiet, Glynis Gibson Dave Johnson, Jody Troupe Steve Holman, Tammy Stuart, and Sue Leferink,

SITSD Attendees
G Scott Lockwood, Lynne Pizzini, Dave Carlson, Tammy LaVigne, Warren Dupuis, Cheryl Pesta, Maris Cundith, Tom Murphy, Wes Old Coyote, Penne Cross, Audrey Hinman, Irv Vavruska, Tiffany Fox, and Kyle Hilmer

Welcome and Introductions – Michael Sweeney, Chair
- A motion for approval of the August 7, 2013 minenutes was made by Barney Benkelman, seconded by Larry Krause, and unanimously approved as written.
- Michael thanked the past Executive Board for their services and welcomed the new members.
- Michael shared his goals as Chair.

Information Sharing

- Ron explained the process he is framing up for Strategic Planning.
- Tammy LaVigne shared important dates;
  - September 23-24 Local Government and Education are meeting and HJ2 will be heard.
  - September 27, Ron will do standard reports on project portfolio in front of the Legislative Finance Committee.
    - If you have a project on the list that Anita gathered you will need to attend.
  - October 1, will be the first (ITB) Information Technology Board meeting.
- Steve Eller announced that Dale Gow has been named to replace the retiring long term CIO Hank Trenk.

Business

Discuss/select ITMC member reps for the User Access Control and Verification Team - Michael Sweeney, Chair

- Lynne sent an email soliciting participation for a team to do the governance.
- If interested in participating let Lynne know prior to October 1.

IT Conference- Michael Sweeney, Chair
ITMC Panel Luncheon Working Group

- Group discussed what to do at the IT Manager's Luncheon.
- Contact Dan Chelini if interested in joining Panel Working Group or with topics of interest.

Awards Working Group

- Group agreed is worth the time and the contact will be Michael Bousliman.

Statewide Mobile Device Management Strategy- Michael Sweeney & Ron Baldwin

- Lynne with a reminder that back in February this group agreed to establishes a MDM strategy from a statewide prospective.
- Lynne recommended ITMC put together a work group.
- We are going to continue our acquisition of MDM solution and need to know the agencies' needs.
- After the group discussion Lynne offered SITSD assistance.
  - Lynne will send out information to ITMC.
  - Anyone that would like to participate can.

SITSD Proposal for server configuration standards-Lynne Pizzini

- One of the recommendations from our last meeting was to put together configuration standards for blade systems.
- We hope to have a draft to you for review and comment before the next meeting.

Agency use of SITSD Charge Management Process-Lynne Pizzini

- Another recommendation was to communicate how change management works.
- We have an on line presentation that will be offered several times before the October ITMC meeting.

Security Policy and common Controls-Lynne Pizzini
- Lynne encouraged that you to review these [documents](#) on ITMC website.
  - Asked for comments and recommendation by October 1.
- ISMG has worked through the NIST set of controls and have agreed on minimum security requirements.
- It comes along with a statewide policy on information technology security risk management.
- The roles and responsibility document pertains to security requirement for your employees.
- We recently completed an audit for HHS using these common controls as a guideline.
- The Governor has asked that all executive branch staff have security training on an annual basis.
  - SITSD is providing that for you.
  - We will roll out information on September 16, along with a new website.

SITSD Communication Plan- Tammy LaVigne
- We are in the screening process for a Communication Officer and hope to fill by October 1.
- Their major duty will be to come up with customer communication strategy and to create and maintain a customer portal.

Posted Reports N/A

Next meeting is scheduled for October 2, 2013. We will look at a.m. or p.m.

Member Forum
- Ron Baldwin distributed the PM training [flyer](#).
- Maris Cundith provided a reminder about the Adobe Lifecycle meeting on Friday.
- Michael Sweeney shared that DOA is looking at Cellular Service Management and on Monday there will be a vendor proposal online if anyone is interested in joining.

Public Comment N/A

Adjourned meeting at 3:01 p.m.